

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Secretary, CIA Career Council

DATE: 23 January 1957

FROM : Acting Chief, Regulations Control Staff

25X1 SUBJECT: Proposed  The Biographic Profile25X1 This Staff concurs in  (draft dated 17 January 1957) but makes the following suggestions:

- No*
- OK*
- OK*
- a. In paragraph 3 it is believed that the meaning of "is prepared centrally" should be clarified.
  - b. In paragraph 4 we suggest a revision to read "The Director of Personnel is responsible for the preparation and maintenance of all Biographic Profiles, and he determines production priorities on the basis of stated requirements by Heads of Career Services." The reason for this change is to give the sentence parallel structure.
  - c. In line 8 of paragraph 4 it is suggested that the comma be deleted after the word "necessary."
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**SECRET**

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TO : Executive Secretary, CIA Career Council

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FROM : Acting Chief, Regulations Control Staff

25X1 SUBJECT: (1) Proposed [ ] Language Development Program  
25X1 (2) Proposed [ ], Language Development Program,  
Classification of Languages for Award Purposes

1. This Staff concurs in proposed [ ] (draft dated 16 January 1957) but makes the following suggestions:

25X1

- a. In paragraph 1b(1) it is suggested that the sentence read "Language training deemed essential by headquarters will be directed as an official duty assignment." *AK*
- b. In paragraph 1c(3) it is suggested that the sentence "Procedures are included in an accompanying [ ] notice." be rewritten to read "For further information on this subject, please see [ ]" *AK*
- c. In paragraph 3 it is suggested that the paragraph read "Chiefs of Station may approve expenditures to cover the cost of tuition and the cost of furnishing facilities and equipment for foreign language training when such costs are, in their estimation, reasonable and warranted." *AK*

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2. This Staff concurs in proposed [ ] (draft dated 16 January 1957), Language Development Program, Classification of Languages for Award Purposes.

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**SECRET**

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires (One Year from Date of Issuance)

NOTICE

PERSONNEL

Draft 17 January 1957

THE BIOGRAPHIC PROFILE

1. This notice outlines the initiation of the system of Biographic Profiles for staff personnel.

2. A Biographic Profile (Form 1080) is a standardized digest of basic factual and evaluative data necessary for the day-to-day personnel administration of the Agency's people. It is designed for the use of supervisors, Operating Officials and Career Services in formulating and implementing decisions concerning the utilization and development of the individual when a complete review of the individual's Official Personnel Folder is not necessary. The Profile will support various programs and activities in the Agency, such as the competitive promotion program, assignment of personnel, selection of individuals for competitive development opportunities, and career planning for individuals. It includes a summary of background, education, experience, and training as well as evaluations and potential of an employee.

3. The Biographic Profile is prepared ~~for each individual~~ according to predetermined standards from documented information on file in the Office of Personnel and in the Office of Training. The Profile is in two parts. Part I contains factual data and copies will be furnished, as appropriate, to those persons needing such information. Part II contains subjective and evaluative data extracted from official documents such as Fitness Reports, Career Preference Outlines, and Field Reassignment Questionnaires. Copies of Part II will be furnished on a much more limited EYES ONLY basis to designated officials upon proper justification. Copies of both Part I and Part II will be automatically furnished to Heads of Career Services concerned and to the Vital Materials Center.

4. The Director of Personnel is responsible for the preparation and maintenance of all Biographic Profiles, ~~with production priorities determined by him on~~ the basis of stated requirements by Heads of Career Services. Emphasis will be placed first on the preparation of Profiles for personnel at the GS-11 level. The Director of Personnel will ensure that each employee has an opportunity to review Part I of his Profile before it becomes an official document. It is the responsibility of each person to review Part I of his Profile in detail, making such changes as might be necessary to reflect accurate and current data. If an individual is overseas at the time his Profile is prepared, a copy of Part I will be retained in the Central Processing Branch, Office of Personnel for his verification upon his return.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director